

Job Description



South
Cambridgeshire
District Council

Job description

Department Waste and Environment	Location: Cambourne -South Cambs Hall or Greater Cambs waste Service-Waterbeach
Job title: Project officer- Climate and Environment	Post number:
Grade: 4	SCP range: 20-25
Responsible to: Development officer Climate and Environment	Responsible for: N/A
Health Considerations/ Risk/ Surveillance Required:	

Description of duties and responsibilities

To provide an effective and efficient specialist project support service to the public and the team under the direction of the manager.

To undertake a range of tasks within standardised work patterns:

- To advise the public on procedures, legislation and regulations as well as good practice to be followed.
- To support parish councils and community groups in setting up local projects and initiatives that deliver Council objectives.
- To ensure compliance with legislation, policy, practice and procedures.
- To ensure that suitable communications are used to promote projects and identify and highlight relevant case studies.
- To undertake and coordinate operational and project support activities.
- To prepare reports for consideration by managers and committees as appropriate.



- To act as Council representative at external events and partnership meetings.
- To identify and set up appropriate systems and procedures of use within the team/office.
- To provide management information and reports as required.
- To maintain accurate recording and maintenance of records and filings systems, both manual and computerised. This could include financial records.
- To contribute and assist in the development of practices and procedures, which support in developing and delivering projects and initiatives.
- To act as team/service representative on corporate projects as required.
- To promote the service at meetings and forums.

Key result areas / overview

The Climate and Environment Team falls within the wider Waste and Environment service. The Team brings together a diverse and important range of functions, which combine to support the building and maintenance of sustainable communities and individual wellbeing. The team fulfils a corporate role to help the authority meet its zero carbon and doubling nature commitments, working across directorates and focussed on locality working.

Key contacts / communication links

Internal

Elected Members, Portfolio holders, Head of service, Sustainable Communities team and Greater Cambridge Waste Service, other SCDC officers as required.

External

Parish councils, neighbouring local authorities, voluntary sector organisations, community groups, national governing bodies, local residents, local businesses.

Key responsibilities / specific duties

- Supporting departments Delivery of zero carbon action plan and doubling nature strategies
- Support for delivery of zero carbon communities programme
- Support for projects arising from the direction of Climate and Environment Advisory Committee
- Support for projects arising from central government grant funding

General to all job descriptions



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To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: July 2021